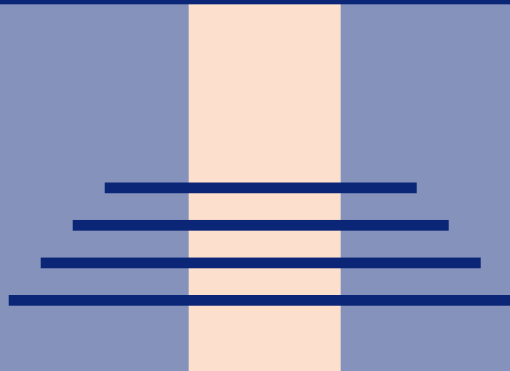


The Town Of
Yucca Valley
Is Seeking A New
Town Manager





THE TOWN

Located in Southern California, Yucca Valley is situated adjacent to the Joshua Tree National Park at an elevation of 3300 feet. This attractive, hometown community is conveniently located for easy drives to the Palm Springs resort communities, Big Bear mountain recreation areas, and the Colorado River vacation destinations.

The Town of Yucca Valley is a rural desert community, widely known for starry nights, spectacular sunsets, wide-open spaces and genuine hometown hospitality. Yucca Valley possesses an eclectic, small-town atmosphere and a casual, easy paced lifestyle, which is enjoyed and defended by its economically diverse citizenry. The Town offers four seasons, plenty of sunshine and moderate temperatures year-round. Joshua Tree National Park, our neighbor to the east is a popular site for rock climbing, camping, nature enthusiasts, hiking, equestrian activities and many other hidden treasures. In addition, the world's largest Marine Corp Base is located just 30 miles from Yucca Valley. The base has a total population of approximately 25,000 and an annual payroll in excess of \$255 million.

The Town of Yucca Valley (population 18,000) provides a full range of municipal services through a blend of town staff, contract services, and special districts. The Town has a full-time equivalent (FTE) staff of 47 and a current general fund operating budget of \$7 million. In addition, there are a variety of grant and other special funds totaling approximately \$4.5 million.

A general law city, Yucca Valley has a Town-Council-Manager form of government. The five Town Council members serve overlapping four-year terms, with elections held every two years. Every year, the Council elects one of its members to serve as Mayor and another to serve as Vice Mayor for one-year terms.

Assisting the Council in an advisory capacity are various boards and commissions. The Council appoints the Town Manager, Town Attorney, and Town Clerk. The Town Manager in turn appoints department heads including the Management Services Director, Deputy Town Manager / Director of Community Development, and Community Services Director.

In addition to the core services provided by town staff, the community is served by a variety of other local governmental agencies and outside contractors.

- The County Sheriff provides law enforcement services through a contract with the Town.
- San Bernardino County provides fire and library services.
- High Desert Water District provides water service to the community.

COMMUNITY ATTRIBUTES

Yucca Valley is a truly unique community that was built on a foundation of community involvement and civic pride. Community attributes include:

- A commitment to enhancing the community's quality of life through preserving and improving the neighborhoods, quality development and a rich array of community activities.
- The Town has a tradition of political and administrative stability that is based on a commitment to public service.
- The citizens of Yucca Valley are very actively engaged in the community. This engagement takes place through advisory boards and commissions, community based organizations, and open access to the Town's decision-making process for all citizens.
- The Town is in sound financial condition.

CURRENT ISSUES AND PRIORITIES

Council / Manager Relations – The new Town Manager will develop his or her own strong relationship with the Council that is based on partnership, mutual trust, respect, open communication and equal treatment of all members.





Quality of Life – Because Yucca Valley is both a quiet and diverse residential community and a vibrant tourism and commercial center, there is a continuous balancing of quality of life issues. These issues include community revitalization, public safety, density of development, traffic, beautification, and the continuation of a high level of public service for the community. The new Town Manager will be expected to assist the Council in developing creative solutions to these sensitive issues.

Capital Improvement Program – There is a strong interest in improving the Town's infrastructure. While much has been accomplished, there are significant unmet needs, especially in the areas of parks and street maintenance.

Fiscal Responsibility – As the state strives to absorb the impact of a \$35 million deficit, all California municipalities are dealing with the ramifications at the local level. Given this environment, the Town Manager will need to provide the necessary leadership to continue the Town's commitment to improved efficiency and prudent use of resources. In addition, there is a continuing need to find creative financing solutions to the Town's growing service needs.

Economic Development / Redevelopment – The Town is in the process of building a vibrant local economy. The Town's future is largely dependent on maintaining the current retail base and expanding the Town's economy through a variety of targeted economic development initiatives. Of particular interest is the development of a manufacturing segment.

Organizational Effectiveness – The Town organization is well managed and delivers a high level of service. Areas of ongoing interest include long-range strategic planning, timely updating of long-range revenue and expenditure forecasts, the evaluation of service levels and productivity, continued improvements to customer service, and the implementation of an aggressive capital improvement program.

Regional Issues – Yucca Valley values local control. However, the Town is part of the complex region. As a practical matter, a significant number of important issues facing the Town are regional in nature; e.g. economic development, solid waste, transportation, and air quality. Therefore, the Town Manager needs to forge, with the Council, an effective intergovernmental relations program.

IDEAL CANDIDATE

The new Town Manager will assume responsibility for an organization with a tradition of quality public service, innovative solutions to Town problems, sound administrative practices, and a track record of accomplishment.

These traditions, plus the issues and priorities that will have to be addressed, call for a well-experienced executive. Specific qualifications are as follows:

Education and Experience

Minimum requirements for the Town Manager position include a bachelor's degree (master's is a plus) and substantial successful leadership experience, preferably in a high-level city/county management position. Candidates should be thoroughly knowledgeable generalists with superior leadership and interpersonal skills and possess a high level of personal integrity. Specific expertise in land development/infrastructure, finance, human resources, and economic development is essential.

Leadership and Management Style

The Town Council is searching for a Town Manager with the following leadership characteristics:

- Interest in a partnership relationship with the Town Council and willing to take the initiative in refining and implementing the Council's policy initiatives.
- A hands on, people-oriented leader who can establish a sound working relationship with the Council, Town staff and the community. The new Town Manager should impart a sense of responsiveness and sensitivity.
- An effective, proactive manager who can delegate both authority and responsibility appropriately, and hold the organization accountable.
- Willingness to develop a strong identification with the community, its citizenry, and its unique characteristics.





Competencies and Personal Characteristics

In addition to the education, experience, and leadership skills described above, the ideal candidate should be:

- A well-rounded executive with solid expertise in all areas of municipal government
- Experienced and successful in all aspects of economic development and redevelopment
- An effective listener, communicator, negotiator, and team builder
- Committed to developing staff to their fullest potential
- Accessible to the community, Town Council, and employees
- Decisive once input has been received and viewpoints are known and understood
- Creative / collaborative
- Calm under pressure and possess a good sense of humor
- Fair, unbiased, compassionate; inspire trust
- Highly ethical, personally and professionally
- Politically sensitive, yet apolitical

COMPENSATION AND BENEFITS

The salary for the Town Manager will be negotiated with the Town Council and will be based on the qualifications of the successful candidate. The Town offers an attractive benefit package including:

Retirement – Town pays Public Employees' Retirement System (PERS) with 2%@55 (Town employees do not participate in Social Security).

Medical – Choice of CalPERS medical plans (employee + family); Delta Dental premiere plan as well as vision up to a maximum level of \$820 monthly for family coverage. Short-term and long-term disability and life insurance plans provided by the Town.

Deferred Compensation – Deferred Compensation Plans are available.

Holidays – There are 13 paid holidays.

Leave & Vacation – 56 hours administrative leave, 120 hours of vacation, and 96 hours of sick leave.

Automobile Allowance – A monthly car allowance will be provided.

APPLICATION AND SELECTION PROCESS

For additional information regarding this opportunity or to be considered, please submit a cover letter with current salary, resume, and three work-related references by the **final filing date of Friday, November 28, 2003**.



John Shannon
Shannon Executive Search
241 Lathrop Way
Sacramento, CA 95815
Ph. (916) 263-1401, Fax (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/shannon

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will receive preliminary interviews with the consultants. Candidates deemed qualified will be reported to the Town Council. A final interview process designed and administered by the consultants will then be scheduled for selected candidates.

